



ADVANCED STANDING AND RECOGNITION OF PRIOR LEARNING PROCEDURE: CCSC; EDUCATION

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1. PURPOSE

To outline the procedure for applying for, assessing, and determining outcomes for advanced standing (AS) and recognition of prior learning (RPL) in the faculties of Counselling, Chaplaincy and Spiritual Care (CCSC) and Education at Morling College.

2. DEFINITIONS

The following definitions apply for the purpose of this procedure:

Key Term - Acronym	Definition
AS	Advanced Standing
CCSC	Faculty of Counselling, Chaplaincy and Spiritual Care, which includes Professional Supervision
Dean	The Faculty Dean of either CCSC or Education
RPL	Recognition of Prior Learning
Paradigm	Education management system

3. STEPS

STEP 1 – APPLY FOR AS OR RPL

- 3.1 Applicants seeking AS or RPL must make a written application to the relevant Dean and must provide satisfactory documentary evidence in support of their application.
- 3.2 It is the responsibility of the student to clearly align each of the supporting documentation to the specific units that they wish to apply for AS/RPL.
- 3.3 Supporting documentation evidence includes an official transcript and award certificate of the qualification, unit outlines clearly outlining the learning outcomes and unit content, and any other additional unit information that would be necessary for assessment.

STEP 2 – ASSESS APPLICATION

- 3.4 The Dean will assess and determine the AS or RPL outcome by identifying the appropriate outcomes, those being:
 - 3.4.1 Specified credit,
 - 3.4.2 Unspecified Credit,
 - 3.4.3 Unit Exemption, or
 - 3.4.4 No credit nor exemption.

STEP 3 – RESOLVE THE OUTCOME

- 3.5 The Dean will communicate the determination to the Director of Student Services and the Academic Services team.
- 3.6 The Dean (or delegate) will communicate to the student on the relevant advanced standing or RPL outcomes.
- 3.7 The Academic Services will apply the approved AS or RPL outcomes accordingly onto the student's Paradigm record.

4. RELATED DOCUMENTS AND LEGISLATION

- Advanced Standing and Recognition of Prior Learning Policy CCSC EDU
- Education Services for Overseas Students Act 2000
- Higher Education Standards Framework (Threshold Standards) 2021

5. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1.00	Vice-Principal (Academic)	12 January 2024	12 January 2024	Procedure created

Download this document anew with each use, as it may have changed.